

DISTRICT SET-ASIDES DESK REVIEW

No Child Left Behind Act Of 2001 – Public Law 107-110
American Recovery and Reinvestment Act of 2009 – Public Law 111-5 (ARRA)

District _____ Date of Review _____

Reviewer(s) _____ School Year _____ (Check): Budget _____ Ytd. Expenditures _____

1. Lea Administration

Monitoring Requirements	Evidence of Compliance	Compliant
1. District has set-aside funds for LEA Administration (if Applicable). Funding on Page 2C agrees to page 2C Addendum. Compare budget and expenditure reports to district set-aside activity in the application.	<input type="checkbox"/> Project application, page 2C <input type="checkbox"/> Page 2C Addendum <input type="checkbox"/> Budget & Expenditure Reports from district's accounting software (District Level) <input type="checkbox"/> Job Descriptions of staff funded with Title I/ARRA dollars. <input type="checkbox"/> Purchase orders and/or invoices <input type="checkbox"/> Other _____ <input type="checkbox"/> Not Applicable	<input type="checkbox"/>

2. Parent Involvement

Monitoring Requirements	Evidence of Compliance	Compliant
<p>1. The district has set-aside the required 1% for parental involvement, if the District's allocation is \$500,000 or above.</p> <p>Compare budget and expenditure reports to district set-aside activity in the application.</p>	<p><input type="checkbox"/> Project application, page 2C</p> <p><input type="checkbox"/> Page 2C Addendum</p> <p><input type="checkbox"/> Budget & Expenditure Reports from district's accounting software (District Level)</p> <p><input type="checkbox"/> Job Descriptions (If positions are funded from parental Involvement set-aside for Title I/ARRA)</p> <p><input type="checkbox"/> Purchase orders and/or invoices of expenditures related to parent involvement activities if the full 1% is retained at the district level.</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/></p>

Monitoring Requirements	Evidence of Compliance	Compliant
<p>2. District provides evidence that of the required 1% set-aside for parent involvement, 95% is distributed to the schools.</p> <p>Compare budget and expenditure reports to district set-aside activity in the application.</p>	<p><input type="checkbox"/> Budget & Expenditure Reports from District's Accounting Software (School level Budgets)</p> <p><input type="checkbox"/> Job Descriptions (If positions are funded from parental involvement set-aside and located at school)</p> <p><input type="checkbox"/> Purchase orders and/or invoices of expenditures related to school level parent involvement activities.</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/></p>

3. Homeless

Monitoring Requirements	Evidence of Compliance	Compliant
<p>1. Documentation is on file to provide evidence for the required district set-aside for homeless.</p> <p>Compare budget and expenditure reports to homeless set-aside activity in the application and/or homeless set-aside amount.</p>	<p><input type="checkbox"/> Project application, page 2C</p> <p><input type="checkbox"/> Page 2C Addendum</p> <p><input type="checkbox"/> Budget & Expenditure Reports from district accounting software (District Level)</p> <p><input type="checkbox"/> Purchase orders and/or invoices of expenditures</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/></p>

4. Neglected and Delinquent (If Applicable)

Monitoring Instrument	Evidence of Compliance	Compliant
1. District set-aside additional funds for Neglected and Delinquent students. Compare budget and expenditure reports to N&D set-aside activity in the application.	<input type="checkbox"/> Project application, page 2C <input type="checkbox"/> Page 2C Addendum <input type="checkbox"/> Budget & Expenditure Reports from district accounting software (District Level) <input type="checkbox"/> Other _____ <input type="checkbox"/> Not Applicable	<input type="checkbox"/>

5. School Improvement

Monitoring Instrument	Evidence of Compliance	Compliant
<p>1. Evidence that the district has set-aside the required amount “equal to” 20% of the current year district allocation for transportation for School Choice and/or Supplemental Educational Services (5% minimum for each), if applicable.</p> <p>Compare budget and expenditure reports to district set-aside activity in the application.</p>	<p><input type="checkbox"/> Project application, page 2C</p> <p><input type="checkbox"/> Page 2C Addendum</p> <p><input type="checkbox"/> Budget & Expenditure reports from the district’s accounting software (District Level)</p> <p><input type="checkbox"/> SES Contracts from Cayen system</p> <p><input type="checkbox"/> List of students requesting Choice/SES services</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Not Applicable</p> <p>A. One school per grade span</p> <p>B. All schools identified in improvement are in the same grade span.</p> <p>C. District has no schools identified in school improvement status.</p>	<p><input type="checkbox"/></p>

6. District Improvement

Monitoring Instrument	Evidence of Compliance	Compliant
<p>1. District provides documentation that supports the required 10% set-aside for districts in the Newly Identified and Continuing District Improvement phase of identification.</p> <p>Compare budget and expenditure reports to district set-aside activity in the application.</p>	<p><input type="checkbox"/> Project application, page 2C</p> <p><input type="checkbox"/> Page 2C Addendum</p> <p><input type="checkbox"/> Budget & Expenditure reports from the district's accounting software (District Level)</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Not Applicable</p> <p>A. District not identified in improvement.</p> <p>B. District in Corrective Action, Plan to Restructure, or Restructuring phase of district improvement.</p>	<p><input type="checkbox"/></p>
<p>2. Evidence supports the required set-aside for district improvement is for high quality, professional development.</p>	<p><input type="checkbox"/> Purchase orders and/or invoices from vendors for providing high quality professional development.</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/></p>

7. Highly Qualified Professional Development

Monitoring Instrument	Evidence of Compliance	Compliant
<p>1. If applicable, the District provides documentation which supports the 5% set-aside for highly qualified professional development.</p> <p>Compare budget and expenditure reports to district set-aside activity in the application.</p>	<p><input type="checkbox"/> Project application, page 2C</p> <p><input type="checkbox"/> Page 2C Addendum</p> <p><input type="checkbox"/> Budget & Expenditure reports from the district's accounting software (District Level)</p> <p><input type="checkbox"/> Purchase orders and/or invoices that support professional development for highly qualified teachers.</p> <p><input type="checkbox"/> Not Applicable- All teachers are highly qualified (verify from Principal's attestation statement)</p>	<input type="checkbox"/>

8. Other District Set-asides (List):

Monitoring Instrument	Evidence of Compliance	Compliant
<p>1. District has evidence that supports allocating funds for set-aside activities That is apart from those set-asides required in federal Title I/ARRA guidance.</p> <p>Compare budget and expenditure reports to district set-aside activity in the application.</p>	<p><input type="checkbox"/> Project application, page 2C</p> <p><input type="checkbox"/> Page 2C Addendum</p> <p><input type="checkbox"/> Budget & Expenditure Reports from District's accounting software (District Level)</p> <p><input type="checkbox"/> Purchase orders and/or invoices that support the other Set-aside allocations.</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/></p>

9. General:

Monitoring Instrument	Evidence of Compliance	Compliant
1. Evidence is in place that shows that budget for the total project and district-set-aside was in agreement with budgets from districts accounting reports.	<input type="checkbox"/> Project application, page 2C <input type="checkbox"/> Page 2C Addendum <input type="checkbox"/> Reports from District's accounting software <input type="checkbox"/> Purchase orders and/or invoices that support the other Set-aside allocations. <input type="checkbox"/> Other items, such as budget amendments, etc. <input type="checkbox"/> Not Applicable	<input type="checkbox"/>

Monitoring Instrument	Evidence of Compliance	Compliant
1. District has evidence to show that appropriate personnel have reviewed all expenditures at schools funded with Title I/ ARRA funds for allowability and reasonableness.	<input type="checkbox"/> Signatures of authoized or responsible staff on Purchase orders, checks, vouchers, etc. <input type="checkbox"/> Payroll Documentation at district office, job descriptions, etc. <input type="checkbox"/> Other _____	<input type="checkbox"/>

Monitoring Instrument	Evidence of Compliance	Compliant
1. District has evidence to support that no more than 15 percent of the approved budget is carried over to the next fiscal year, unless waiver is in place to do so.	<input type="checkbox"/> Project application, page 2C <input type="checkbox"/> Reports from District's accounting software <input type="checkbox"/> Waiver letters from SDE	<input type="checkbox"/>